

**YAKAMA NATION HUMAN RESOURCE DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2011-145 **Issue Date:** 07-18-11 **Closing Date:** 07-22-11

Referral Specialist
Contract Health Services
Department of Health & Human Services
Hourly Wage: \$26.15/Full-Time/Regular
Indian Health Services Clinic; Toppenish, WA

Responsible for daily recording and overall case management of all patient referrals for outside services (medical and dental), coordinating appointments for patient and ensuring that documentation is completed for insurance coverage, continuum of service for patient and documentation is received back from outside referral source for internal physician review. Provides follow-up on all quality assurance activities to help maintain efficiency and problem resolving related to quality assurance, cost containment, case management, and utilization review. Coordinates with the Indian Health Service, Tribal Health Programs, and private sector providers on execution of quality assurance procedures to effectively achieve quality of medical and dental services in the Yakama Indian Nation service area in coordination with the cost containment procedures utilized within the health delivery systems of the Contract Health Service Program.

Knowledge, Skills and Abilities:

- Knowledge and proficiency in medical terminology.
- Knowledge of HIPPA regulations.
- Knowledge and demonstrated skills in computer data entry.
- Knowledge and understanding of Contract Health Services guidelines.
- Knowledge of and ability to learn Referred Care Information System (RCIS).
- Knowledge of and ability to learn Electronic Health System, and Resource Patients Management System (RPMS).
- Skilled in maintaining an organized and systematic approach to work.
- Ability to demonstrate a high degree of personal integrity and be able to maintain strict confidentiality.
- Ability to work independently and productively with minimal supervision.
- Ability to manage multiple complex projects and tasks with competing deadlines.
- Ability to work closely with all Contract Health Services staff to ensure a positive work environment.
- Ability to remain flexible to changes in assignments or situations, priorities and handle frequent interruptions.
- Ability to communicate effectively, orally and in writing, with all levels of personnel including employees and supervisors.
- Ability to deal calmly and effectively in stressful situations, including upset, angry and/or frustrated clients.

General Recruiting Indicators:

- Minimum Associate of Arts degree required and 3 years work experience in a similar position.
- Must be a Registered Nurse with the necessary academic degree and the required license to practice in the State of Washington. Must be in good standing with the State of Washington licensing requirements with no pending actions which might affect the ability of the applicant to practice in the State of Washington. Applicant has an affirmative duty to disclose previous adverse actions of any state or other party regarding the applicants ability to provide high quality, legally sufficient, and ethical medical care.
- Required to pass a pre-employment drug and alcohol test.

Special Requirement:

- Must be willing to attend progressive related trainings as deemed necessary, which at times may include traveling.
- Must have a basic understanding of the Native American Community.
- Required to pass a criminal background check.